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TRAINING AT NON-CIA FACILITIES

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RESCISSION : [REDACTED] dated 1 December 1953

REFERENCE : [REDACTED]

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SYNOPSIS: This Regulation prescribes the policies and responsibilities in extension of those outlined in [REDACTED] governing the education and training of Agency personnel at Non-CIA facilities under the authority of and in conformance with Public Law 85-507.

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1. GENERAL

- a. The Government Employees Training Act (P.L. 85-507) authorizes the use of non-CIA facilities, Government and non-Government, for the training of CIA employees in the performance of official duties and for the development of skills, knowledge, and abilities which will best qualify them for performance of official duties.
- b. Training provided Agency employees at non-CIA facilities in accordance with this authority will be planned and conducted under Agency training programs designed to:
 - (1) Develop maximum proficiency in the performance of official duties.
 - (2) Promote efficiency and economy in the operation of the Government.
 - (3) Establish and maintain the highest standards of performance in the transaction of public business.

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2. POLICY

a. Training at non-CIA facilities may normally be provided by the Agency only for those individuals:

- (1) Who are civilian officers or employees of the Agency.
- (2) Whose projected training is in consonance with the objectives stated in paragraph 1b above.
- (3) Who are qualified to meet the entrance requirements of the institution or training facility involved, and the objectives of the proposed training.
- (4) Whose proposed training will benefit the Agency either by increasing capabilities to perform a current duty assignment more effectively or by preparation for projected duty assignments requiring additional skills or responsibilities; and
- (5) Whose utilization within the Agency upon completion of training has been determined by the Career Service concerned.

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3. RESPONSIBILITIES

a. Operating Officials shall:

Endorse requests for training at non-CIA facilities for personnel of their Offices.

b. Heads of Career Services shall:

Review requests of designees of their respective Career Services for training at non-CIA facilities.

c. The Director of Security shall:

- (1) Determine that non-CIA facilities, proposed by the Director of Training for training of Agency personnel, meet security standards.
- (2) Certify that Agency personnel under consideration for training at non-CIA facilities are eligible, security wise, to participate in such training.

d. The Director of Training shall:

- (1) Designate non-CIA facilities suitable for Agency use in specified fields of training.
- (2) Approve or disapprove all requests for training of personnel at non-CIA facilities which have been endorsed by an Operating Official, or his designee, and reviewed by the head of the Career Service concerned. Approval must precede actual enrollment.
- (3) Prescribe the administrative considerations governing Agency personnel in programs approved by the Director of Training, and provide for participation of Agency personnel, selected by the Director of Central Intelligence, in training programs at Quota Schools.
- (4) Determine, in collaboration with the organizational element concerned, the requirements for cover.
- (5) Budget and provide funds necessary to meet the costs of training at non-CIA facilities, with the exception of salaries.

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e. The Deputy Director (Plans) shall:

Provide for cover in accordance with requirements established by the Director of Training.

f. The CIA Career Council shall:

- (1) In the special case of attendance at Quota Schools, review the qualifications of candidates nominated by the Deputy Directors.
- (2) Recommend for the Director's approval the selection of principal and alternate candidates for each School.

g. Agency personnel participating in training approved under this regulation shall:

- (1) Where non-Government facilities are involved, execute a written agreement to (a) remain with the Agency upon completion of the training for a period equal to at least three times the period of such training or (b) refund the amount of additional expenses incurred by the Agency in connection with his training.
- (2) Comply with the administrative, security, and cover measures established for the particular program.
- (3) Normally be required to attend on a full-credit basis.
- (4) Submit such reports and materials related to the training programs as the Director of Training may request.

h. PROCEDURES

Procedures appropriate for the selection and processing of nominees for courses of instruction or training at non-CIA facilities shall be published by the Director of Training from time to time in the OTR Bulletin, OTR Catalog of Courses and other media.

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